

# **Crest Savings Bank Job Description**

**Job Title:** Summer Teller  
**Department:** Branch Administration  
**Reports To:** Head Teller  
**FLSA Status:** Nonexempt  
**Date:** 1/1/2023

## **JOB SUMMARY**

Provides basic cash receipt and payment services in accordance with financial institution procedures; contributes to a positive, professional atmosphere; and safeguards all confidential information.

## **OVERALL PURPOSE OF POSITION**

Perform various tasks as a Summer Teller as noted in key responsibilities

## **KEY RESPONSIBILITIES**

- Performing teller duties, and adhere to teller limits.
- Proficient knowledge in DNA / Banks policies and procedures
- Complete teller maintenance/transactions on customer accounts
- Completes the ATM disbursement and balance the daily deposits
- Maintains the Coin Machine maintenance and daily settlement
- Help customers with questions
- Verify incoming cash for accuracy and authenticity
- Complete balancing procedures at the end of shift
- Complete compliance training
- Follow all security guidelines, confidentiality
- Adhere to all BSA requirements, OFAC guidelines, \$3,000.00 log
- Updating AML daily with coin orders/currency exchanges

## ESSENTIAL DUTIES

- Set an example to subordinates by following the appearance and dress guidelines of the bank to project an image of professionalism.
- Exhibit an overall friendly, professional attitude to co-workers (and applicants.)
- All employees are expected to practice proper and pleasant phone etiquette.
- Greets/welcomes customers in a friendly, professional manner.
- Follow all security guidelines set forth by Crest Savings Bank including safeguarding customer confidentiality.
- That other duties may be assigned accordingly, when necessary, in your current department or other departments when there is a need at management discretion.

Other duties may be assigned.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** Five years related experience and/or training; or equivalent combination of education and experience; or high school diploma or general education degree (GED).

"Crest Savings Bank promotes an equal employment opportunity workplace which includes reasonable accommodations of otherwise qualified disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties."